

**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Clerical Specialist (Bargaining Unit) **PCN:** 084608

DEPARTMENT: Establishment

SUPERVISOR: Rebecca Barr, Support Officer Supervisor

PRIMARY RESPONSIBILITIES: Performs specialized clerical tasks requiring high degree of accuracy and reliability. Review and research all applications of IV-A clients requesting child support services. Access correct computer screens and take necessary action to build child support cases and merge and/or delete applications. Conduct research on applications and/or child support cases utilizing SETS, CRIS-E, FCJS, Anacomp and/or any other resources available and take the appropriate action necessary. Process all applications and/or child support cases within the 20 day time frame mandated by the State. Communicate with the Department of Jobs and Family Services staff to update CRIS-E screens.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals, and percentages; read and write common vocabulary plus 3 months training and/or experience in office practices and procedures; or equivalent; excellent record keeping and communication skills. Computer experience. High School graduate or GED recipient preferred. Knowledge of classifying information, sorting items into categories desired.

SCREENING CRITERIA:

- Excellent customer service record
- Excellent communication skills
- Experience in Office Work

DEADLINE FOR APPLYING: Friday, June 25, 2010

STARTING SALARY: \$11.32/hr, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

-EOE-

6/11/2010